

**ARKANSAS FORESTRY COMMISSION**  
**AMERICANS WITH DISABILITIES ACT (ADA) GRIEVANCE PROCEDURE**  
**§ 200**

This ADA Grievance Procedure is to accommodate members of the public, customers, visitors, and employees not covered under the AFC Grievance Procedure, § 30.

The AFC's internal ADA grievance procedure provides for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice Title II, American with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity."

Address any ADA complaint, in writing, to the AFC Human Resources Administrator/ADA Coordinator, #1 Natural Resources Drive, Little Rock, AR 72205.

1. A complaint must be filed within five working days after alleged violation. In addition, shall contain the name and address of person filing complaint, and describe the alleged violation.
2. An investigation, as appropriate, shall follow the receipt of the complaint. All parties involved may submit evidence relevant to a complaint.
3. A written determination of the complaint and resolution, if any, shall be issued by the Human Resources Administrator and a copy forwarded to the complainant no later than five working days after complaint receipt.
4. The ADA Coordinator shall maintain all files relating to complaints filed.
5. The complainant may request reconsideration of the determination within five working days to the AFC Human Resources Administrator.
6. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, e.g. filing an ADA complaint with the responsible federal agency. Use of this grievance procedure is not a prerequisite of other remedies.
7. This entire ADA Grievance Procedure shall be constituted to protect the substantive rights of interested persons to meet appropriate due process standards, and to assure the AFC complies with ADA.
8. This ADA grievance procedure AFC Policy § 200 supersedes all earlier ADA grievance procedure statements and interpretive memoranda, which are hereby repealed.